

What to expect at the Arizona State Archives

The following is a list of rules and helpful hints to make your trip to the Arizona State Archives more successful.

Guidelines for using records in the Arizona State Archives:

1. Researchers are required to complete a registration form on their first visit to the History and Archives Division and must agree to abide by the guidelines on the form.
2. All patrons must sign the patron log each day upon entry to the reading room.
3. Patrons must complete a request form for each item they request. Materials are for use only in the reading room.
4. We provide free lockers for patrons to secure personal items such as: coats, handbags, backpacks and briefcases. These items **must** be stowed in the lockers.
5. Patrons **must** use pencil only. Pens are not permitted in the reading room. Patrons may use their laptop computers.
6. Patrons must take care when handling materials:
 - Materials may not leave the reading room.
 - The existing order and arrangement of materials must be maintained. Patrons should report any irregularity in arrangement or missing items to the reference archivist.
 - We provide white cotton gloves for those patrons handling original materials. Patrons must wear them at all times.
 - Staff will address all requests for photocopying on a case-by-case basis. Some items are too fragile for photocopying. In cases in which staff deem items too fragile for photocopying, patrons may use personal cameras, with the flash disabled, to take photographs of the item(s).
7. Staff does not accept requests for documents, other than microfilm located in the reading room, after 4:30 p.m.
8. Patrons make copies from microfilm; staff make all copies of original, non-microfilm, materials. If staff cannot conveniently complete copies a patron requests, that patron will fill out a copy request form and staff will copy the materials and send them to the patron along with an invoice for payment.
9. Patrons must turn off cellular telephones and beepers when entering the reading room.
10. Scanners are not permitted in the reading room.
11. All items are subject to search upon leaving the reading room

Helpful Hints:

1. Many of our records are located off site. Therefore, we suggest that patrons who wish to conduct research in our collections notify us prior to their visit to discuss their research topic. It can take up to 48 hours to retrieve material located in our off-site facility; therefore, it is in the patron's best interest to consult with an archivist before arriving at the Arizona State Archives to ensure that off-site material is on hand when they arrive at the reading room.
2. Archivists are present to help researchers. We are bound by professional ethics to maintain the utmost privacy when dealing with patrons' research topics. To ensure the highest level of service, it is important that patrons discuss their research topic with the reference archivists. This gives the archivist the information necessary to provide adequate advice on which collections and records will be most appropriate for the topic. Additionally, it provides the researcher with the greatest possibility of a thorough and successful research experience.